



POSITION DESCRIPTION

Position Title	Strong Foundations Project Officer
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PURPOSE OF THE POSITION

The Strong Foundations Project Officer will be required to work as part of a multi-disciplinary Wellbeing Team and will be responsible for the delivery and evaluation of the Strong Foundations Wellbeing Program.

The Project Officer will be required to deliver a school-based program ("Be You" framework/ Cultural inclusive practices) to promote wellbeing, resilience, and identity among Aboriginal Children from ages 7-13yrs. The program is complimentary to individual/family counseling and targeted community suicide prevention awareness programs.

KEY RESPONSIBILITIES & DUTIES

- Day-to-day delivery and facilitation of the Strong Foundations Wellbeing program
- Develop and review session plans based on feedback and evaluations
- Plan and deliver school holiday programs to include parents/carer's of participants
- Coordinate the delivery of targeted community suicide prevention awareness programs
- Develop disseminate resources which promote wellbeing
- Establish and maintain communication with teachers, AEO's, principals and counsellors in order to successfully manage program delivery, challenges and barriers
- Undertake a variety of administrative duties including correspondence, database management and record keeping
- Monitor child-wellbeing; comply with privacy and confidentiality requirements and mandatory reporting
- Participate in team, section, all of staff meetings and provide reports as and when required
- Comply with SCMSAC Policy and Procedures regarding WH&S, EEO, and confidentiality ensuring that services are ethical, safe and comply with all legal requirements
- Participate in the development, implementation and maintenance of ongoing quality assurance activities
- Comply with all SCMSAC Policies and Procedures
- Other duties as reasonably directed by the CEO or delegate

KEY PERFORMANCE AREAS

- Program Delivery
- Data Collection and Reporting
- Records Management
- Stakeholder Engagement and Collaboration
- Continuous Quality Improvement, Risk Assessment & WHS

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Aboriginality*
- A sound knowledge of Aboriginal/ Torres Strait Islander communities within Shoalhaven/ South Coast region and a sound understanding of the health impacts, and social emotional wellbeing needs of Aboriginal and Torres Strait Islander people
- Demonstrated experience in project management, including the ability facilitate groups, organise events, and evaluate health related programs and community development strategies
- Effective verbal and written communication skills with demonstrated ability to establish and maintain community, government and non-government partnerships
- Computer proficiency and the ability to use common computer programs, including the capacity to write reports, collect statistical data, develop presentations, and promotional materials
- Clear Working with Children, Criminal Record Check and Working with Vulnerable People Check
- Current Drivers Licence and willingness to travel

Desirable

- Certificate IV in Community Services (Alcohol & other Drugs, Mental health) or related field, or equivalent experience in related area of work

PERSONAL QUALITIES AND ATTRIBUTES

- Demonstrates flexibility and initiative in the work place
- Excellent interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences as well as highly developed verbal and written communication
- Effective time management skills and the ability to work to strict deadlines
- Effective conflict resolution skills, negotiation, mediation and decision-making skills

RELATIONSHIPS

With	Purpose
CEO	The CEO may make day-to-day requests for support and information from the Strong Foundations Project Officer relating to the Wellbeing Services programs.
Executive Officer - Wellbeing	The Strong Foundations Project Officer may receive guidance and direction from the Executive Officer.
Team Leader - Wellbeing Programs	The Team Leader is the first point of contact for the overall direction of work, and provides support to the Strong Foundations Project Officer.
Employees, Team Leaders and Managers	The Strong Foundations Project Officer will also develop and maintain effective working relationships with Managers, Team Leaders and Employees to collaborate on matters, exchange information and provide advice and feedback.
External Stakeholders	The Strong Foundations Project Officer will develop and maintain strong links with external stakeholders including but not limited to funding bodies, government departments, service providers and Aboriginal communities in the Shoalhaven region.

EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date

Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*